

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 02/18/2009	NUMBER 02.03.102
SUBJECT EMPLOYEE IDENTIFICATION CARDS	SUPERSEDES NEW	
	AUTHORITY MCL 791.203	
	ACA STANDARDS	
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POLICY STATEMENT:

All Department employee identification cards shall be issued and replaced as set forth in this policy.

RELATED POLICY:

04.04.100 Custody, Security, and Safety Systems

POLICY:

GENERAL INFORMATION

- A. For purposes of this policy, "employee" includes contract employees unless otherwise specified.
- B. Visual or photographic identification procedures shall be used to control security gate access in all Correctional Facilities Administration (CFA) correctional facilities as set forth in PD 04.04.100 "Custody, Security, and Safety Systems".
- C. Employees shall have their identification cards in their possession while on duty, including when representing the Department in their official capacity.

ISSUANCE OF IDENTIFICATION CARDS

- D. Each employee shall be issued an identification card when initially hired except if employed through a temporary employment agency. Each identification card shall include a color photograph of the employee reflecting his/her current physical appearance, his/her current name, and any other information determined necessary by the Director. The identification cards shall be distinguishable by the following background colors:
 - 1. Green for employees in the Grandview Plaza Building and, as approved by the Director or designee, other employees who access the building on a reoccurring basis.
 - 2. Red for full-time employees at all other Department worksites.
 - 3. Light blue for all other temporary and part-time employees.
- E. An employee shall be issued a new identification card as necessary due to a change in work location, position, or name. New identification cards also may be issued as necessary due to a change in the employee's physical appearance, as determined by the Warden, FOA Deputy Director for FOA field staff, the Administrator of the Operations Support Administration, or designees, as appropriate.
- F. A duplicate of an employee's current identification card photograph shall be retained in the appropriate Human Resource office until the employee leaves Department employment. In lieu of duplicate photographs, a digital photograph may be retained on disk.
- G. Identification cards shall be issued at Department expense, except that an employee who loses his/her card may be charged for replacement of the card at a rate established by the Director or designee.

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Cards issued to temporary and part-time employees shall be valid for not more than one year.

LOST OR STOLEN IDENTIFICATION CARDS

- H. Identification cards lost or stolen in a CFA facility shall be reported missing consistent with the requirements for reporting a missing tool set forth in PD 04.04.120 "Tool Control". If a CFA employee's identification card is lost or stolen somewhere other than a CFA facility, it also shall be reported consistent with PD 04.04.120. Identification cards lost or stolen in an FOA facility, or the lost or stolen identification cards of FOA facility employees, shall be reported as set forth by the FOA Deputy Director or designee. Other lost or stolen identification cards shall be reported to the employee's immediate supervisor as soon as possible but no later than the next business day.

RETURN OF IDENTIFICATION CARDS

- I. Each employee shall return his/her identification card to the appropriate Human Resource office prior to transfer within the Department, prior to leaving Department employment, and whenever a replacement identification card is issued, unless lost or destroyed. In addition, identification cards which are valid for not more than one year must be returned at the end of the one-year period regardless of whether a new card will be issued. All returned identification cards shall be destroyed.

PROCEDURES

- J. Wardens and the FOA Deputy Director shall ensure that operating procedures are developed as necessary to implement requirements set forth in this policy directive. Procedures shall be completed within 60 calendar days after the effective date of this policy directive. This includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

AUDIT ELEMENTS

- K. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 01/23/09